

**ARIZONA DEPARTMENT OF EDUCATION**

**Jaime A. Molera**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

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**SCHOOL FINANCE MEMORANDUM 02-005**

**TO:** All Charter Schools and Sponsors

**FROM:** Lyle Friesen, Director  
School Finance Unit

**DATE:** July 30, 2001

**SUBJECT:** September Revised Estimated Student Count for Fiscal Year 2001-2002

Per A.R.S. 15-185(B)(2) the student count of a charter school shall be determined initially by using an estimated count. It further provides for subsequent reporting for student counts, which may also be used to adjust equalization assistance. Sponsors may have additional requirements that are separate and apart from those listed here.

The September 7, 2001 student list, submitted by your charter school, will be the basis of your funding for October and November (if your charter has not met the 40<sup>th</sup> day in session) payments. This student count must reflect the actual registration of pupils as of the date of submission. If your school has met the 40<sup>th</sup> day plus 12 days in session before the 1<sup>st</sup> of October, or the 1<sup>st</sup> of November, your payment will be based on the 40<sup>th</sup> day counts.

**All charter schools, regardless of sponsorship, must submit a student list utilizing an ADE approved electronic format for each charter site. This student list must be received on or before September 7, 2001, by 5:00PM, to be eligible for a payment on October 15, 2001. This includes charter schools, which have met their 40th day, and which will be funded based on 40<sup>th</sup> day.**

The format approved for submitting the Charter School Student List is a Microsoft Word form developed by ADE, School Finance for this purpose or a comma delimited text file format. To be able to use the form you must have Microsoft Word 97 or Microsoft Word 2000 installed on your computer. The form and the comma delimited text file specifications are available to be downloaded from the Charter School Enrollment Packet link on the School Finance web site ([www.ade.az.gov/schoolfinance/forms/CSEnrPac](http://www.ade.az.gov/schoolfinance/forms/CSEnrPac)). School Finance will not process data that **does not** meet either of the specified formats.

**The Charter School Student List must be submitted as an e-mail attachment to the DelRep mailbox ([DelRep@ade.az.gov](mailto:DelRep@ade.az.gov)). Do NOT UPLOAD this data directly to ADE via your charter school's home page. The data must be submitted as an E-MAIL attachment.**

If the student list is submitted by September 7, 2001 a summary of your submission will be posted to your charter school's home page on the ADE web site (<http://www.ade.az.gov/schoolfinance/Districts>) by September 14, 2001. It is the responsibility of each charter school to verify that the information posted correctly reflects the sum of the data that was submitted on or before September 7, 2001. If there is a discrepancy between the data submitted and the summary report posted you must submit written documentation (via e-mail to Rose Whelihan [rwhelih@ade.az.gov](mailto:rwhelih@ade.az.gov) or Dianne Johnson [djohnso@ade.az.gov](mailto:djohnso@ade.az.gov), hand delivery, or US mail-**NO FAXES** will be accepted) of the discrepancy by **September 21, 2001 at 5:00PM.**